



U.S. MISSION

Job Announcement

Riyadh - Jeddah - Dhahran

08-84

VACANCY ANNOUNCEMENT – RIYADH

11/03/2008

OPEN TO: All interested candidates

POSITION: Carpenter, FSN-05
Position No. 100326

OPEN DATE Monday, November 3, 2008

CLOSING DATE: COB Monday, November 17, 2008

HOURS Saturday to Wednesday - 40 HWW

SALARY: Ordinarily Resident: SR. 46,741 p.a. (basic salary)
plus eligible allowances.

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED TRANSFERABLE WORK PERMIT AND/OR RESIDENCY PERMIT IN ORDER TO BE ELIGIBLE FOR CONSIDERATION. ONCE SELECTED, A WRITTEN NOTE FROM THE CURRENT EMPLOYER/SPONSOR CONFIRMING THE RELEASE WILL BE REQUIRED BEFORE HIRING IS EFFECTED.

The U.S. Mission in Saudi Arabia is seeking an individual for employment in country as Carpenter in the Maintenance and Repair Section of the Facilities Management Section.

Basic Function of the Position:

The function of this position is to accomplish work that requires the skill of a journeyman carpenter in performing preventive maintenance, repair and fixture installation in the chancery, 67 USG-owned staff houses, short-term leased properties and the GSO Annex compound.

Required Qualifications:

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item:

1. **Required Education**: Completion of secondary school and graduation from a vocational training program for journeyman carpenter is required.
2. **Required Experience**: Minimum of five years experience as a journeyman carpenter.
3. **Language Requirements**: Level III (Good knowledge) English (Speaking/Reading) is required.
4. **Knowledge/Other criteria**: Must have full journeyman carpenter knowledge of established trade practices; must be able to read and interpret blueprints and schematics drawings.
5. **Other Skills**: Must have a valid local driver's license to operate small passenger vehicle in the Kingdom. The incumbent should be able to lift at least 50 pounds weight unassisted.

SELECTION PROCESS

When equally qualified, US citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidates address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period **are not eligible to apply**.

TO APPLY

Interested applicants for this position should submit the following or the application will **not** be considered:

1. Application for U.S. Federal Employment (SF-171 or OF-612); or
2. A current resume or curriculum vitae that provides the same information as an OF-612; plus
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Copy of valid resident permit/iqama and driving license
5. Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualifications requirements of the position as listed above.

SUBMIT APPLICATION TO

In-person – Embassy Reception, American Embassy, Riyadh, or

By mail – to Human Resources Office, Riyadh

P.O. Box 9430, Riyadh 1163, Saudi Arabia

By e-mail: HRORiyadh@state.gov

By Fax: 01-488-7765

POINT OF CONTACT

Human Resources Office

Telephone: (01-488-3800 ext. 4925)

DEFINITIONS*

Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permit for employment in country.

CLOSING DATE: COB MONDAY, NOVEMBER 17, 2008

The US Mission in Saudi Arabia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.